

MONTANA FISH, WILDLIFE & PARKS

INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Pam Novak, Business Services Manager

ADDRESS: 1420 E. Sixth Avenue

CITY: Helena

STATE: MT

ZIP: 59620-0701

PHONE: 406-444-4701

EMAIL ADDRESS: panovak@mt.gov

DATE OF ANNOUNCEMENT: Friday, April 10, 2015

APPLICATION DEADLINE: Friday, May 1, 2015

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Marketing/Enterprise Account Intern

OF POSITIONS: 1

LOCATION(S): Helena Parks Office

WORK START/END DATES: 6/1/15 – 8/28/15

HOURS/WEEK: 20-25

TRAINING/ORIENTATION DATES: 6/1/15

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

- Pay will be \$9.50/hour, total hours of internship is 400
- Intern will need to use department vehicles for travel when necessary

POSITION DESCRIPTION:

A successful applicant will have experience in small business/entrepreneurial/website development & marketing principles and have a desire to learn how to organize and operate an enterprise system. The position entails analysis and development of a comprehensive business

plan/framework for the Parks Enterprise System including fulfillment of orders and upgrading of existing online store for the Parks Division. Research for future business improvements for the Enterprise system will be directed by the Business Manager and will include analysis of new and innovative ways to increase its revenues through existing services, the enterprise program, or from extended services offered through a vendor under a contract such as rental bikes or food services. Concepts that a business education major would be exposed to such as: business writing, project budgets, revenue forecasting, return on investment (ROI), retail marketing and other business concepts will be used by the intern to complete the necessary work and report the results to the supervisor, Montana State Parks staff, and the business department at Carroll College. Assist the with marketing strategy implementation as directed by the Marketing and Communications Manager.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

- Undergraduate major in any of the following fields: Finance, Marketing, Business Administration, Business Management, Accounting;
- Minimum of 300-level coursework in finance, accounting, marketing, operational management;
- Basic business writing, website development and communications skills;
- The applicant must be versed in the use of computer software programs such as MS Word and Excel;
- The applicant should be comfortable talking to a variety of people about innovative operational improvements and enterprise opportunities for the Parks Division;
- The applicant should have a strong interest in the recreational business field.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

- *Resume with education and work experience
- *Reference from Business Education professor

Please send via email or postal service to the contact person listed above

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

Position start and end dates may be negotiated. All required information and data will be provided by Business Services Supervisor and/or Marketing Manger to the intern to work on the project.